

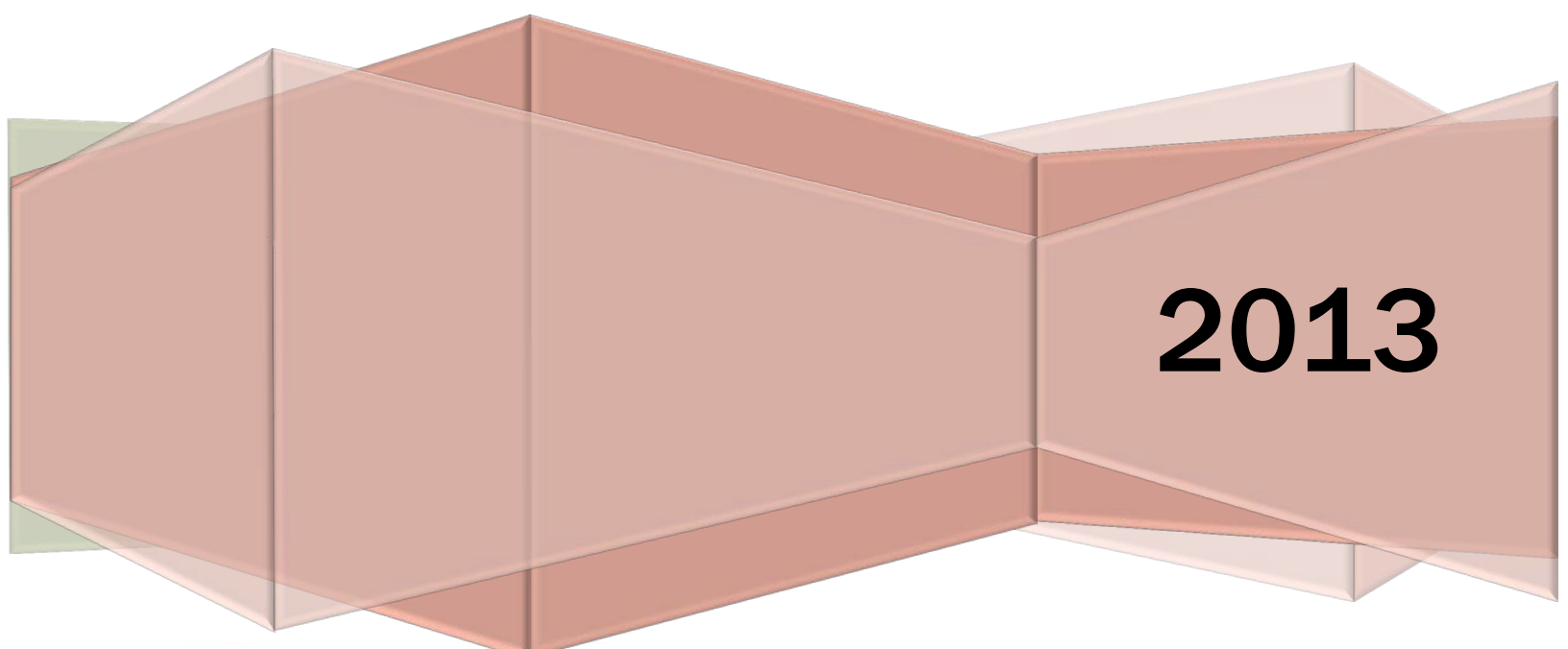
PAYEsoft® .Inc

The art of software.

Timesaver:RTI User's Manual

Version 1.0.0

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2013



Please consider the environment before printing this manual.

Contents

Introduction.....	2
Installation	2
Updates.....	2
Backups.....	2
Interface Overview	3
Validation and Mandatory Field.....	4
Automatic formatting.....	4
Submission Status.....	5
If a submission fails	5
On Screen Help.....	6
My Payslips Tab.....	7
Employee Submissions Tab	8
Payslip Info Tab.....	8
Employer Alignment Submission (EAS)	9
EAS Field Structure.....	10
Full Payment Submission (FPS)	11
FPS Field Structure.....	12
Earlier Year Update (EYU).....	15
EYU Field Structure.....	16
My Employer Details & Submissions Tab	18
My Employer Information Tab	18
Employer Payment Summary (EPS)	19
EPS Field Structure.....	20
My Saved Employer Submissions Tab.....	21
Generating a cross reference (RTI Hash)	22
Submitting to HMRC.....	23
View Response Window.....	24
Contact information.....	25
About.....	25
Installed files	26

Introduction

Timesaver: RTI is a separate program that comes free with Timesaver:Calc for Tax 2013. Timesaver:Calc for Tax, allows users to calculate statutory deductions and print employee payslips, whereas Timesaver:RTI submits real time information (RTI) to HMRC over the internet.

Both programs are linked together, so when you store a payslip in Timesaver:Calc for Tax, it is accessible in Timesaver:RTI.

The addition of RTI was kept separate from Timesaver:Calc for Tax so existing customers would still keep the same functionality and easy-to-use interface they had become accustomed too.

Installation

Run the installation as you would have normally before the introduction of RTI, both Timesaver:Calc for Tax and Timesaver:RTI will be installed by default to your program files directory. When you run the programs for the first time, they will create a directory under your documents called 'My Payslip Database'. This is where your payslips and RTI submissions are stored.

You should run Timesaver:Calc for Tax at least once before running Timesaver:RTI so Calc for Tax can create the payslip database that Timesaver:RTI connects to.

You also have to create your payslips first in Timesaver:Calc for Tax, before you can submit them to HMRC using Timesaver:RTI.

For more information about Timesaver:Calc for Tax see the 'Timesaver Calc for Tax UK User Manual' also installed.

Updates

Each year the Timesaver:Calc for Tax and Timesaver:RTI are upgraded with the new rates and bandwidths as decided upon by the Inland Revenue.

Each time the software is re-issued specific instructions are given so that you will know what to do.

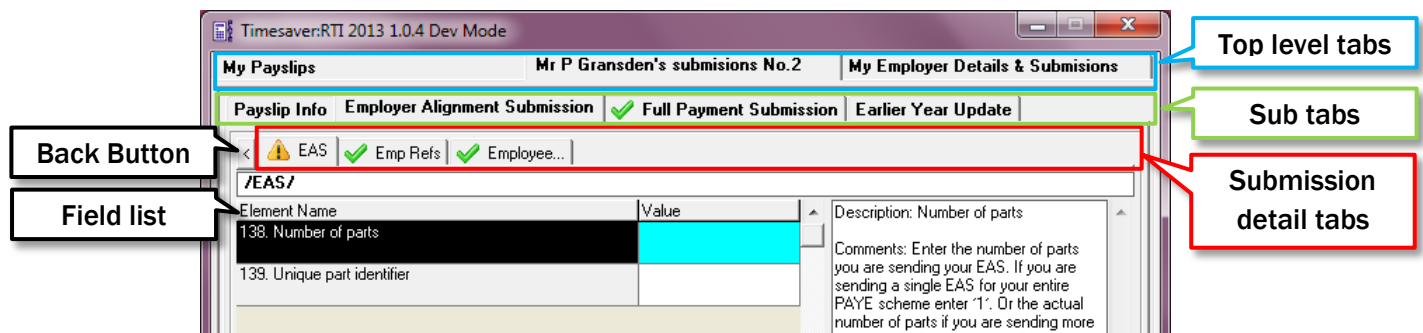
Backups

Timesaver:RTI stores your submissions electronically in:
'.../My Documents/My Payslip Database/RTI_2013.mdb'

Interface Overview

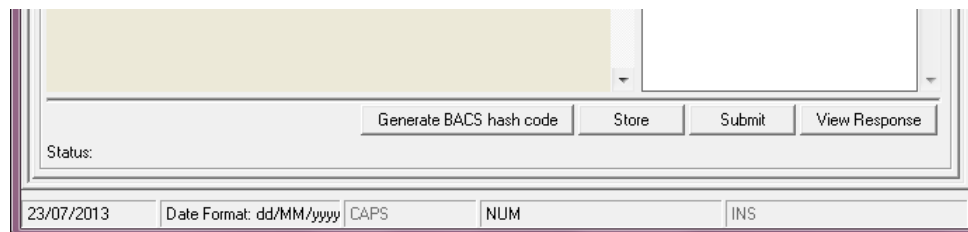
Timesaver:RTI uses a nested tab style interface, when you select one of the three top tabs, you are presented with a selection of sub tabs underneath, then categorized submission detail tabs, holding the actual submission fields. This is the same for all submission types.

Top level tabs	Sub tabs	Submission detail tabs
My payslips		
Employee submissions (showing the employees name on the tab)	Payslip info	
	Employer alignment submission	EAS detail tabs
	Full payment submission	FPS detail tabs
	Earlier year update	EYU detail tabs
My Employer Details & Submissions	My employer information	
	Employer payment summary	EPS detail tabs
	My saved employer submissions	



Submission detail tabs are also nested but instead of producing another row of tabs, the tabs change to their underlying selection. You have to click the back button to get back the parent tabs.

There are four buttons at the bottom of submission tabs, if they are visible or enabled depends on the status of the submission and its type.



'[Generate BACS hash code](#)' only shows on the '[Full Payment Submission](#)' tab.

Some Buttons will not be enabled if a submission has errors or has already been successfully submitted, e.g. the submit button.

The 'Store' button will save the submission, so you can come back to it later if you don't want to submit it right away. All submissions are automatically saved when the submit button is pressed.

Validation and Mandatory Field

Submission tabs have a colour code that indicate the status of underlying fields; you can quickly see where there are invalid field value or a mandatory field that has not been filled in. You will not be able to press the submit button until all the tabs have green ticks.

Some fields are filled in automatically using values entered or generated by 'Timesaver:Calc for Tax' and will be locked, this is to make sure the submission matches the employees payslip.

The screenshot shows the 'My Payslips' tab in the Timesaver:RTI 2013 1.0.5 Dev software. The interface includes a status bar at the top with icons for Employment (red), Starter... (green), Pay Id Chgd (yellow), Figures To Date (green), Payment (red), and N letters And Values (green). Below this is a table of fields with their values and a description of the pay frequency. The fields are color-coded: red for errors, yellow for mandatory values, and green for non-mandatory values. A 'Field list' box on the left lists the fields. A 'Locked field' box points to the 'Payment Date' field. A 'Mandatory value' box points to the 'Number of earnings period(s) covered by payment' field. A 'Non mandatory value' box points to the 'Tax code operator' field. A 'Mandatory value missing in this tab' box points to the 'Employment' status. An 'All values OK in this tab' box points to the 'Payment' status. An 'Error in value in this tab' box points to the 'Tax code operator' field. An 'Error in value' box points to the 'Tax code operator' field.

Element Name	Value	Description: Pay frequency
42. Pay frequency	M1	M1 (Calendar Monthly)
43. Payment Date	2013-04-06	W1 (Weekly)
45. Tax Month Number	3	W2 (Fortnightly)
48. Number of earnings period(s) covered by payment	1	W4 (4 Weekly)
49. Aggregated earnings indicator		
51. Indicator that the payment is a payment after date of notification of contract ending		
54. Number of normal hours worked	E	
55. Tax code operator	944L	
56. Tax Code Basis is non cumulative		

Buttons: Generate BACS hash code, Store, Submit, View Response

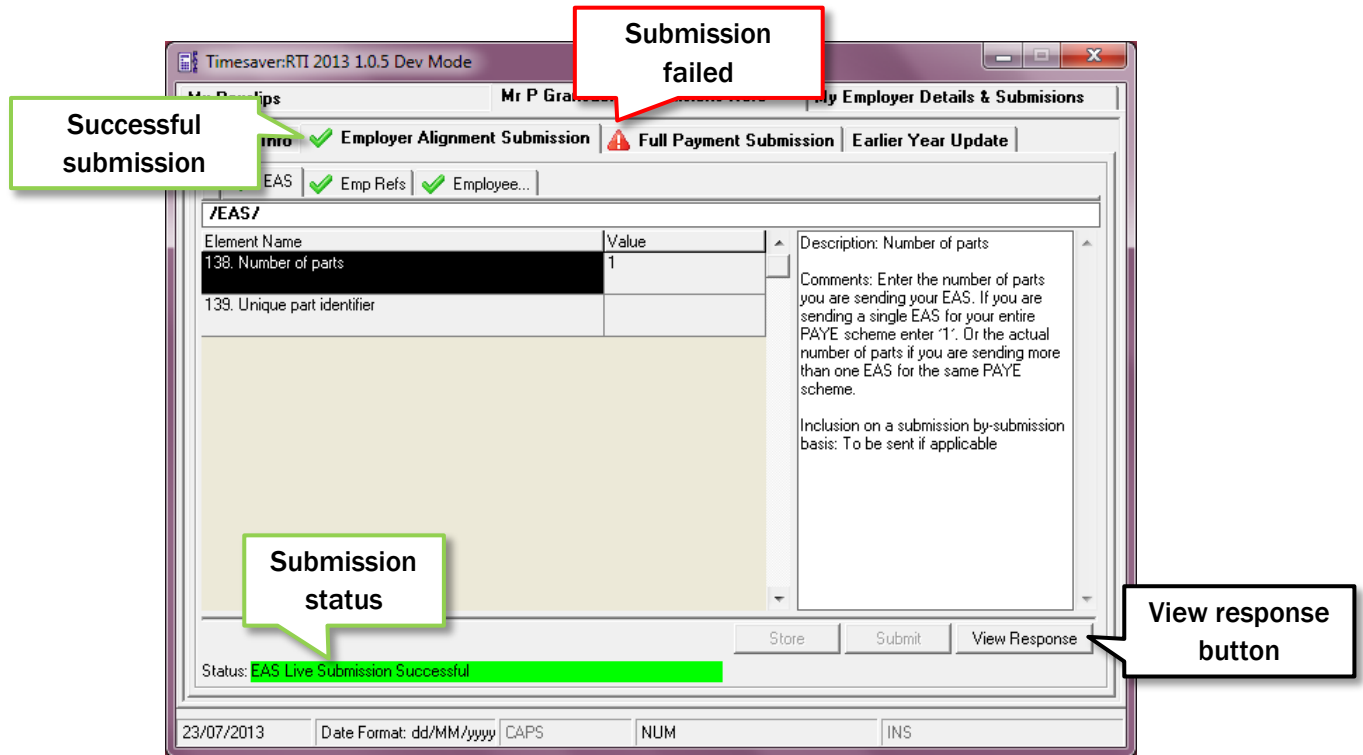
Status: 23/07/2013 Date Format: dd/MM/yyyy CAPS NUM INS

Automatic formatting

When filling in field values, the software checks to see if the format matches the correct format specified by HMRC, if the value is correct but not in the correct format, it will be automatically reformatted, i.e. a date entered as '1/2/2013' will be formatted '2013-02-01' and a yes/no field would change 'y' into 'yes'. If it cannot automatically reformat a field, it will mark the field in red, e.g. in the example in the above image, 'E' has been entered and a valid value would only be 'A', 'B', 'C' or 'D'.

Submission Status

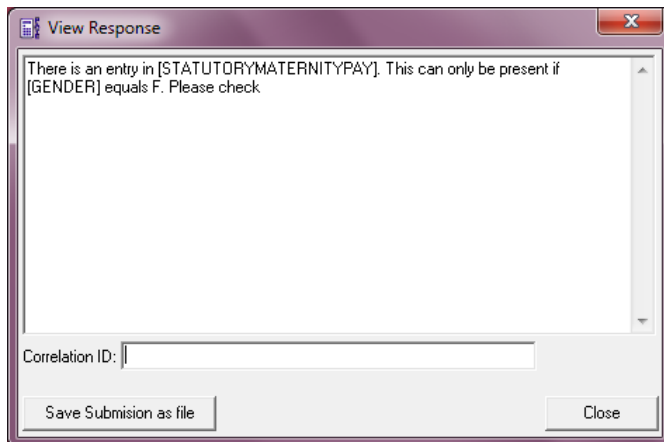
Along with the submission status being displayed on the 'My Payslips' tab, it is also displayed on the sub tabs, and within the submission itself.



The submission status shows the type of submission either 'Live' or 'Test', but does not have a colour for test submissions.

If a submission fails

You will be warned if a submission has failed and presented with the error message, you can go back and look at this any time by clicking the 'View Response' button. This button also shows information about successful submissions.



Here you can see the submission failed because 'Statutory maternity pay' was being claimed but 'Gender' was not set to 'F'

Error responses are normally helpful but if you are unsure as to why the submission failed contact support@payesoft.com

On Screen Help

When a field is select, information is displayed about it in the 'Field info' panel. The information will include a comment, inclusion information and an example.

Occasionally there is a link to a page on the HRMC website, clicking on the blue 'i' at the bottom of the field info panel will open your default internet browser and take you to the page.

The screenshot shows the 'Timesaver:RTI 2013 1.0.5 Dev Mode' window. The 'My Payslips' tab is active, showing 'Ms. E Alinsoot's submissions No.6'. The 'Full Payment Submission' sub-tab is selected. The 'Field list' on the left contains various fields, with '43. Payment Date' highlighted as the 'Selected field'. The 'Field info' panel on the right displays details for this field:

- Description:** Payment Date
- Comments:** Enter the payment date for your employee. If the payment date falls on a 'non-banking day' show the payment as having been made on the regular payday.
- See:** <http://www.hmrc.gov.uk/payee/payroll/paydays/non-banking-day.htm>
- Inclusion on a submission by-submission basis:** On every employment record
- Example:** 04/06/2013

At the bottom of the 'Field info' panel is a blue 'i' icon, labeled as the 'Internet link'. The main table shows the following data for the selected field:

Element Name	Value
42. Pay frequency	M1
43. Payment Date	2013-04-06
45. Tax Month Number	3
48. Number of earnings period(s) covered by payment	1
49. Aggregated earnings indicator	
51. Indicator that the payment is a payment after date of notification of contract ending	
54. Number of normal hours worked	
55. Tax code operated on this payment	944L
56. Tax Code Basis is non cumulative	

Buttons at the bottom include 'Generate BACS hash code', 'Store', 'Submit', and 'View Response'. The status bar shows '23/07/2013', 'Date Format: dd/MM/yyyy', 'CAPS', 'NUM', and 'INS'.

My Payslips Tab

This screen shows a list of payslips created in Timesaver:Calc for Tax, when a payslip is select in the list it updates the employee submissions tab (2nd tab) with the name of the employee.

There are three submission status columns 'EAS', 'FPS' and 'EYU', here you can see if a submission was successful or has failed. If the status is blank it has not been submitted yet.

The 'My Payslips' tab has a Search box you can use to filter displayed payslips. It works in conjunction with the 'Sort By' option, so if you have 'Sort By Employee's name' selected, the search will filter against the employees name.

My Payslips

Search Payslip Number

Sorted By

- ☒ Payslip Number
- ☐ Employee's Name
- ☐ RTI Status
- ☐ Payslip Date
- ☐ Calculation Date/Time
- ☐ Emp. Ref. No
- ☐ Ascending Order

No.	Employee's Name	Emp. Ref. No.	Payslip Date	Calc. Date/Time	EAS	FPS	EYU
6	Ms. E Alinsoot	654321	06/06/2013	13/03/2013 13:42:20			
5	Ms. E Alinsoot	654321	06/05/2013	13/03/2013 13:42:13			
4	Ms. E Alinsoot	654321	06/04/2013	13/03/2013 13:40:19			
3	Mr P Gransden	123456	06/06/2013	13/03/2013 13:37:37		F	
2	Mr P Gransden	123456	06/05/2013	13/03/2013 13:37:25			

Refresh

22/07/2013 Date Format: dd/MM/yyyy CAPS NUM INS

There is a refresh button at the bottom of the window, If you have just stored a payslip in Timesaver:Calc for Tax, you can press this to update the payslip list.

Note: It is important you assign a different Employee reference number to each employee you manage, even if they do not have one. This information is used for RTI submissions to HMRC and they currently use it to identify the employee.

Employee Submissions Tab

Under the Employee Submissions Tab; here displaying 'Mr Peter Gransden's No. 2', are four sub tabs relating to that employee's payslip.

Under the "My Employer Details" tab you have a choice of four more tabs.

1. 'Payslip Info', displays figures from the employee's payslip.
2. '[Employer Alignment Submission](#)' submission tab.
3. '[Full Payment Submission](#)' submission tab.
4. '[Earlier Year Update](#)' submission tab

Payslip Info Tab

None of this information can be changed on the 'Payslip Info' tab; it's just for display purposes.

If you need to change any values it should be done using Timesaver:Calc for Tax, and then only before a successful submissions has been made for that payslip.

Employee submission tab

Payslip info tab

Timesaver:RTI 2013 1.0.4 Dev Mode

My Payslips | **Mr P Gransden's submissions No.2** | My Employer Details & Submissions

Payslip Info | Employer Alignment Submission | ☒ Full Payment Submission | Earlier Year Update

Frequency	Tax Year	Payslip Date	Payment Date	Period	Tax Code	Basis	NI Code	DIR	Wk	Method
Monthly	13/14	06/05/2013	06/04/2013	2	944L		A	N		Exact

This Period		Year To Date	
Taxable Pay	£2,870.00	Taxable Pay YTD	£5,740.00
Tax Deducted Or Refunded	£416.60	Total Tax YTD	£833.00
Gross Earnings For NICs In Pd	£3,000.00	Gross Earnings For NICs YTD	£6,000.00
Total Emp NIC In Pd	£325.54	Total Emp NIC YTD	£651.08
Empee Contribns In Pd	£282.48	Empee Contribns YTD	£564.96
Student Loans Pd	£0.00	Student Loans TD	£0.00
Non Tax Or NIC Pmt	£10.00	At LEL YTD	£473.00
Dedns From Net Pay	£20.00	LEL to PT YTD	£173.00
Pay After Stat Dedns	£2,350.92	PT to UAP YTD	£2,354.00
Items Subject To Class1 NIC	£10.00	UAP to UEL YTD	£0.00
Empee Pen Contribns Paid	£150.00	Empee Pen Contribns Paid YTD	£150.00
Empee Pen Contribns Not Paid	£0.00	Empee Pen Contribns Not Paid YTD	£0.00
Gross Pay Pd	£3,060.00	SSP YTD	£0.00
Net Pay Pd	£2,150.92	SMP YTD	£10.00
		OSPP YTD	£0.00
		SAP YTD	£10.00
		ASPP YTD	£0.00

22/07/2013 | Date Format: dd/MM/yyyy | CAPS | NUM | INS

Note: When entering payment or deduction elements in Timesaver:Calc for Tax, be sure to use the pre -defined element names, SSP, SMP, OSPP, ASP, ASPP, SLD or Pens Scheme #. This is so Timesaver:RTI can put them into the correct fields.

Employer Alignment Submission (EAS)

This type of submission used to register an employee on the HMRC database and is not generally needed, as a 'Full Payment Submission' will register them if they do not exist on the database at HMRC. You should use this submission type if you have over 150 employees or run your payroll using more than one payroll system.

If you are using more than one copy of Timesaver: and need to make EAS submissions, you will need to work out the total amount of submissions and a list of unique identifiers. Each user will fill in the same number of parts being to total number of submission, and a unique identifier for each EAS submission, e.g. the first EAS submission would have number of parts '150' and unique identifier 'EAS1'. The last submission would have number of parts '150' and unique identifier 'EAS150'; each user being supplied with their own list of unique identifier to input.

EAS tab

Employee submission tab

My Payslips | Ms. E Alinsoot's submissions No.6 | My Employer Details & Submissions

Payslip Info | **Employer Alignment Submission** | Full Payment Submission | Earlier Year Update

< | EAS | Emp Refs | Employee...

Element Name	Value	Description
138. Number of parts		Description: Number of parts Comments: Enter the number of parts you are sending your EAS. If you are sending a single EAS for your entire PAYE scheme enter '1'. Or the actual number of parts if you are sending more than one EAS for the same PAYE scheme. Inclusion on a submission by-submission basis: To be sent if applicable
139. Unique part identifier		

Status:

Store Submit View Response

22/07/2013 | Date Format: dd/MM/yyyy | CAPS | NUM | INS

EAS Field Structure

Top level tabs	2nd level tabs	3rd level tabs	Fields
EAS			*Number of parts
			**Unique part identifier
Emp refs			*HMRC Office Number
			*Employer PAYE Reference
			*Employer Accounts Office Reference
Employee	Employee details		#National Insurance Number
			*Date of Birth
			*Current Gender
		Name	#Title
			**Initials
			**Surname or Family name
		Address	Address line 1
			Address line 2
			Address line 3
			Address line 4
			UK Postcode
			Foreign Country
		Employment	Occpen indicator
			Expat indicator
			**Payroll ID in this employment
			Payment to a non individual
			Irregular Employment Payment Pattern Indicator
			Date employment contract ended or state pension or taxable benefit ended
		Starter	Starting Date
		Payment	**Tax code operated on this payment
	***Tax Code Basis is non cumulative		

* Indicates the field is mandatory. # Indicates the value is provided by Timesaver:Calc for Tax.

** Indicates a field is mandatory depending on answers to other fields.

For more information about the fields, read the on screen help displayed when the field is selected.

Full Payment Submission (FPS)

Required each time an employer makes a payment to an employee and can be used to report the final return for year details.

This is the most common submission you will make, and even though there are a large number of fields, you would normally only fill in 'Date of birth', 'Current gender' and 'Hours worked', including a 'BACS hash code' if you are paying them using BACS. On the second submission because the software remembers static fields, you would only enter 'Hours worked' and 'BACS hash code' if needed.

If there are special circumstances i.e. the employee is a starter or leaver, fill in the appropriate fields where needed (see field structure on the next page, for a list of possible fields).

Employee submission tab

Ms. E Alinsoot's submissions No.6

My Employer Details & Submissions

Payslip Info | Employer Alignment Submission | **Full Payment Submission** | FPS tab

< FPS Emp Refs Employee... Final Submission Questions And Declarations

/EAS/

Element Name	Value
18A. Income Tax year to which submission relates	13-14

Description: Income Tax year to which submission relates

Comments: Indicate the tax year to which the submission relates. The tax year runs from 6th April to 5th April.

Inclusion on a submission by-submission basis: On every FPS, EPS and EYU submission

Example: 13-14

Generate BACS hash code Store Submit View Response

Status:

22/07/2013 Date Format: dd/mm/yyyy

BACS hash code generating button

If you are paying by BACS, there will need to be a hash code generated for the submission, this uses information about the payment, to generate a code that HMRC can cross check with the bank to make sure the payment matches your submission. There not going to check every time but occasionally may.

Press the BACS hash button to open a utility window and follow the instruction there in, after completion, the code will be put in the correct field. See [Generating a cross reference \(RTI Hash\)](#)

FPS Field Structure

Top level tabs	2 nd level tabs	3 rd level tabs	Fields
FPS			#Income Tax year to which submission relates
Emp Refs			*HMRC Office Number
			*Employer PAYE Reference
			*Employer Accounts Office Reference
			Employer contracted-out number (ECON)
			SA UTR
			COTAX reference
Final Submission			Indicator this is the final submission because scheme ceased
			Indicator that this is the final submission for year
			Date scheme ceased
Questions and declarations			Did you make any free of tax payments to an employee
			Did anyone else pay expenses or in any way provide vouchers or benefits to any of your employees while they were employed by you during the year?
			Did anyone employed by a person or company outside the UK work for you in the UK for 30 days or more in a row?
			Have you paid any of an employee's pay to someone other than the employee, for example to a school?
			Description: Completed forms P11D and P11D(b) are due
			Are you a Service Company
Employee	Employee details		#National Insurance Number
			Passport Number
			*Date of Birth
			*Current Gender
		Name	#Title
			Forename or given name
			#*Initials
			#*Surname or Family name
		Address	Address line 1
			Address line 2
			Address line 3
			Address line 4
			UK Postcode
			Foreign Country
		Partner Details	NINO entered on the ASPP claim
		... Partner Details - Name	Partners Surname or family name entered on the ASPP claim
			Partners Forename or given name entered on the ASPP claim
			Partners initials entered on the ASPP claim

Employment	Occpen indicator
	#*Payroll ID in this employment
	Payment to a non individual
	Irregular Employment Payment Pattern Indicator
	Date employment contract ended or state pension or taxable benefit ended
	Starting Date
Starter	**Starting declaration
	Indicator of Student Loan deduction needed
Seconded	Indicator if intention to live in UK for 183 days or more
	Indicator if intention to live in UK for less than 183 days
	Indicator if individual will be working both in / out of the UK but living abroad
	Indicator of European Economic Area citizen
Occ Pension	Indicator that this is an EPM6(Modified) Scheme
	Indicator that an Occupational pension is being paid because they are a recently bereaved Spouse/civil partner
PAYE id Chgd	Annual amount of occupational pension
	Indicator that Payroll ID for this employment, if present on last submission, has changed this pay period
Figures to date	#Taxable pay to date in this employment including payrolled benefits in kind
	#Total tax to date in this employment
	#Total student loans repayment recovered in year to date in this employment
	#Value of benefits taxed via payroll year to date
	#Value of employee pension contributions paid under "net pay arrangements" year to date
	#Value of employee pension contributions that are not paid under a net pay arrangement year to date
Payment	#Pay frequency
	#*Payment Date
	#Tax Month Number
	#Number of earnings period(s) covered by payment
	Aggregated earnings indicator
	Indicator that the payment is a payment after date of notification of contract ending
	*Number of normal hours worked
	#Tax code operated on this payment
	#Tax Code Basis is non cumulative
	#Taxable pay in this pay period including payrolled benefits in kind
	#Value of payments not subject to tax or NICs in pay period

	#Value of deductions from net pay in pay period
	#Pay after statutory deductions
	#Value of benefits taxed via the payroll in pay period
	#Value of employee pension contributions paid under 'net pay arrangements' in pay period
	#Items subject to Class 1 NIC but not taxed under PAYE regulations excluding pension contributions in pay period
	#Value of employee pension contributions that are not paid under a net pay arrangement
	#Value of Student Loan repayment in this pay period
	#Value of tax deducted or refunded from this payment
	#Value of Statutory Sick Pay (SSP) year to date
	#Value of Statutory Maternity pay (SMP) year to date
	#Value of Ordinary Statutory Paternity pay (OSPP) year to date
	#Value of Statutory Adoption pay (SAP) year to date
	#Value of Additional Statutory Paternity pay (ASPP) year to date
	BACS hash code
	Trivial commutation payment type
	Trivial commutation payment
	On strike
	Unpaid absence
NI letters and values	#National Insurance category letter in pay period
	#Gross earnings for NICs in this period
	#Gross earnings for NICs year to date
	#Value of earnings at the lower earnings limit year to date
	#Value of earnings above the lower earnings limit up to and including the primary threshold year to date
	#Value of earnings above the primary threshold up to and including the upper accrual point year to date
	#Value of earnings above the upper accrual point up to and including the upper earnings limit year to date
	#Total of employer NI contributions in this period
	#Total of employer NI contributions year to date
	#Employees contributions due on all earnings in this pay period
	#Employees contributions due on all earnings year to date
	#Scheme contracted out number (SCON)

* Indicates the field is mandatory. # Indicates the value is provided by Timesaver:Calc for Tax.

** Indicates a field is mandatory depending on answers to other fields.

For more information about the fields, read the on screen help displayed when the field is selected.

Earlier Year Update (EYU)

Allows employers to correct, after 19 April, any of the year to date totals submitted in their most recent FPS for a previous tax year. This only applies to RTI years and the first year an employer can amend using an EYU is 2012/2013.

The figures used in an EYU will be added to the amounts already reported so only the differences between the amounts should be entered (delta figures). To reduce a previously reported amount, a negative figure should be entered.

The screenshot shows the 'Timesaver:RTI 2013 1.0.5 Dev Mode' window. The 'My Payslips' menu is open, and the 'Earlier Year Update' tab is selected. The 'Employee submission tab' is also highlighted. The main content area displays a table with the following data:

Element Name	Value	Description
18A. Income Tax year to which submission relates		Income Tax year to which submission relates

Comments: Indicate the tax year to which the submission relates. The tax year runs from 6th April to 5th April.

Inclusion on a submission by-submission basis: On every FPS, EPS and EYU submission

Example: 13-14

Buttons: Store, Submit, View Response

Status:

22/07/2013 Date Format: dd/MM/yyyy CAPS NUM INS

EYU Field Structure

Top level tabs	2 nd level tabs	3 rd level tabs	Fields
EYU			*Income Tax year to which submission relates
Emp Refs			*HMRC Office Number
			*Employer PAYE Reference
			*Employer Accounts Office Reference
			Employer contracted-out number (ECON)
Employee	Employee Details		#National Insurance Number
			Passport Number
			*Date of Birth
			*Current Gender
		Name	#Title
			#*Initials
			#*Surname or Family name
		Address	*Address line 1
			*Address line 2
			Address line 3
			Address line 4
			*UK Postcode
			*Foreign Country
		Partners details	Partners NINO entered on the ASPP claim
		Partners details - Name	Partners Surname or family name entered on the ASPP claim
			Partners Forename or given name entered on the ASPP claim
			Partners initials entered on the ASPP claim
	Employment		#*Payroll ID in this employment
			Date employment contract ended or state pension or taxable benefit ended
		Starter	Starting Date
			Starting declaration
			Indicator of Student Loan deduction needed
		Seconded	Indicator if intention to live in UK for 183 days or more
			Indicator if intention to live in UK for less than 183 days
			Indicator if individual will be working both in / out of the UK but living abroad
			Indicator of European Economic Area citizen
			Indicator that this is an EPM6(Modified) Scheme
		Occ Pension	Indicator that an Occupational pension is being paid because they are a recently bereaved Spouse/civil partner
			Annual amount of occupational pension

	Payment	#Tax code operated on this payment
		#Tax Code Basis is non cumulative
		Taxable pay
		Tax
		Student loan repayments
		Value of Statutory Sick Pay (SSP)
		Value of Statutory Maternity Pay (SMP)
		Ordinary Statutory Paternity Pay (OSPP)
		Value of Statutory Adoption Pay (SAP)
		Value of Additional Statutory Paternity Pay (ASPP)
	NI Letters and Numbers	National Insurance Category Letter
		Earnings at Lower Earnings Limit (LEL)
		Value of earnings above LEL
		Value of earnings from Primary Threshold to upper accrual point
		Value of earnings from Upper Accrual Point to Upper Earnings Limit
		Total of employer NI Contributions
		Employees contributions due on earnings
		NIC refund
		Scheme contracted out number (SCON)

* Indicates the field is mandatory. # Indicates the value is provided by Timesaver:Calc for Tax.

** Indicates a field is mandatory depending on answers to other fields.

For more information about the fields, read the on screen help displayed when the field is selected.

My Employer Details & Submissions Tab

Under the 'My Employer Details' tab you have a choice of three more tabs.

1. 'My Employer Information', holds your credentials needed when making submission.
2. '[Employer Payment Summary \(EPS\)](#)' submission Tab.
3. '[My Saved Employer Submissions](#)', where there is a list of your EPS submissions are stored.

My Employer Information Tab

By moving the mouse cursor over a field, it will display information about that field in the text box on the right.

You need to fill in your information on the 'My Employer Information' tab first before you make submissions. If you are an agent and make submissions for different employers, you need to change your credentials accordingly before making a submission for that employer. You can also change 'HRMC Office Number', 'Employer PAYE Reference' and 'Employer Accounts Office Reference' in the employee's submission tab.

Mandatory fields are 'User ID', 'Password', 'HRMC Office Number', 'Employer PAYE Reference' and 'Employer Accounts Office Reference' for all submissions.

My employer details & submissions tab

My employer information tab

Field info

Timesaver:RTI 2013 1.0.4

My Payslips | Mr P Grandsen's submissions No.31 | **My Employer Details & Submissions**

My Employer Information | Employer Payment Summary | My Saved Employer Submissions

Government Gateway User ID: ISV842

Government Gateway Password: [REDACTED]

HMRC Office Number: 123

Employer PAYE Reference: A246

Sender: Employer

Employer Accounts Office Reference: 123PQ7654321X

Employer contracted-out number (ECON):

SA UTR:

CDTAX reference:

Description: Employer PAYE Reference

Comments: Your Employer's PAYE Reference is on a P6/P9 coding notice, or an Annual/Budget pack letter.

The first part of the reference is your three digit HMRC Office Number and the second part of it after the forward slash is your employer reference.

For example 123/A246

Inclusion on a submission by-submission basis: On every FPS, EPS, EAS and EYU submission

Example: Ref/001<Q>

22/07/2013 | Date Format: dd/MM/yyyy | CAPS | NUM | INS

Note: 'Employer PAYE Reference' refers to the 2nd part of your 'PAYE Reference' after '/'.

For more information on getting your User ID and Password for online submissions please visit:

<http://www.hmrc.gov.uk/payerti/getting-started/rti.htm#4>

Employer Payment Summary (EPS)

The submission will include data to enable HMRC to calculate employer liability. The submission will only be needed where the employer needs to notify HMRC of adjustments to their overall liability.

This can be used to report the final return for year details, and should also be used to report if no employees have been paid in a pay period.

EPS tab

My employer details & submissions tab

My Payslips | Ms. E Alinsoot's submissions No.6 | My Employer Details & Submissions

My Employer Information | **Employer Payment Summary** | My Saved Employer Submissions

< EPS ✓ Emp Refs ✓ No Payment Dates ✓ Period Of Inactivity ✓ Recoverable Amounts Y T D ✓ Fir >

Element Name	Value	Description
18A. Income Tax year to which submission relates	13-14	Description: Income Tax year to which submission relates
87B.a. No payment due as no employees paid in this pay period		Comments: Indicate the tax year to which the submission relates. The tax year runs from 6th April to 5th April. Inclusion on a submission by-submission basis: On every FPS, EPS and EYU submission Example: 13-14

New | Store | Submit | View Response

Status:

23/07/2013 | Date Format: dd/MM/yyyy | CAPS | NUM | INS

Submissions are saved to the '[My saved submissions](#)' tab

EPS Field Structure

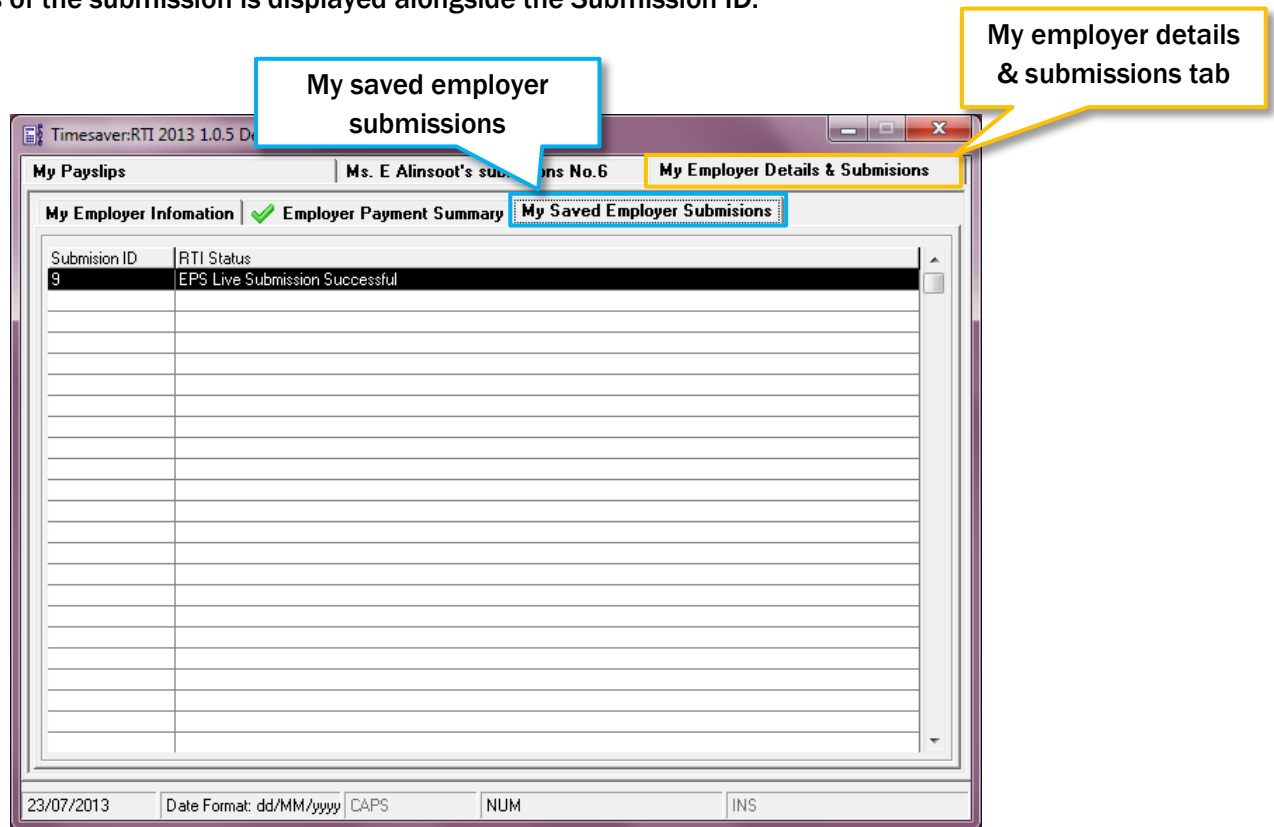
Top level tabs	fields
EPS	*Tax year to which submission relates No payment due as no employees paid in this pay period
Emp refs	*HMRC Office Number *Employer PAYE Reference *Employer Accounts Office Reference
No payment dates	No payment dates from No payment dates to
Period of inactivity	Period of inactivity from Period of inactivity to
Recoverable amounts YTD Final Submission	Value of SSP recovered year to date Value of SMP recovered year to date Value of OSPP recovered year to date Value of SAP recovered year to date Value of ASPP recovered year to date Value of NIC compensation on SMP year to date Value of NIC compensation on OSPP year to date Value of NIC compensation on SAP year to date Value of NIC compensation on ASPP year to date Value of CIS deductions suffered year to date Value of NICs holiday year to date Indicator this is the final submission because scheme ceased Indicator that this is the final submission for year Date scheme ceased
Questions and declarations	Did you make any free of tax payments to an employee Did anyone else pay expenses or in any way provide vouchers or benefits to any of your employees while they were employed by you during the year? Did anyone employed by a person or company outside the UK work for you in the UK for 30 days or more in a row? Have you paid any of an employee's pay to someone other than the employee, for example to a school? Completed forms P11D and P11D(b) are due Are you a Service Company

My Saved Employer Submissions Tab

This is where your **Employer Payment Summary** submissions are stored.

You can recall an EPS submission by double clicking it in the list, the 'Employer Payment Summary' tab will open and display the saved submission.

The status of the submission is displayed alongside the Submission ID.



Generating a cross reference (RTI Hash)

Employers paying their staff via BACS using their own Service User Number (SUN) either directly using BACS Approved Solution Software or indirectly via a BACS Approved Bureau are required to include a cross reference (hash).

On the '[Full Payment Submission](#)' tab there is a button marked "Generate BACS hash code". Clicking this brings up a dialog box that will allow you to do this.

Generating RTI cross reference (RTI hash)

(a) The four character sub-reference inserted or to be inserted in the Std 18.
Example: /A12
Sub-Reference: /A12

(b) The sort code of the originator's bank (6 digits No hyphens (-) in sort code)
Example: 100000
Originating Sort Code: 100000

(c) The sort code of the recipient's bank (6 digits No hyphens (-) in sort code)
Example: 309144
Destination Sort Code: 309144

(d) The amount of payment Example: 1256.71
Amount: 2151.12

RTI hash: da172cc1892f3f83fb4a939ecd52f3a788c75f9fc810f1f9478606a5b5

Cancel Generate Copy Save

Generated BACS hash code

Internet link

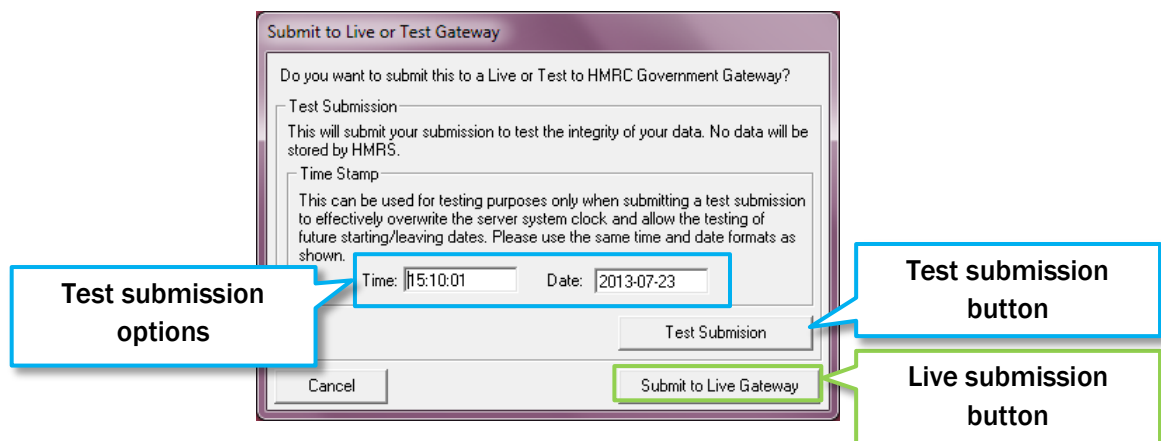
1. Fill in the relevant information and click 'Generate'.
2. Click the 'Copy' button to copy the 'RTI hash' to windows clip bored, you can past (Ctrl+V) it to an open document on your computer.
3. Click the 'Save' button to save the RTI hash code on the '[Full Payment Submission](#)' tab, into the 'BACS hash code' field.

The blue 'i' at the bottom of the screen takes you to: <http://www.hmrc.gov.uk/rti/cross-reference.pdf> if you need more information.

Submitting to HMRC

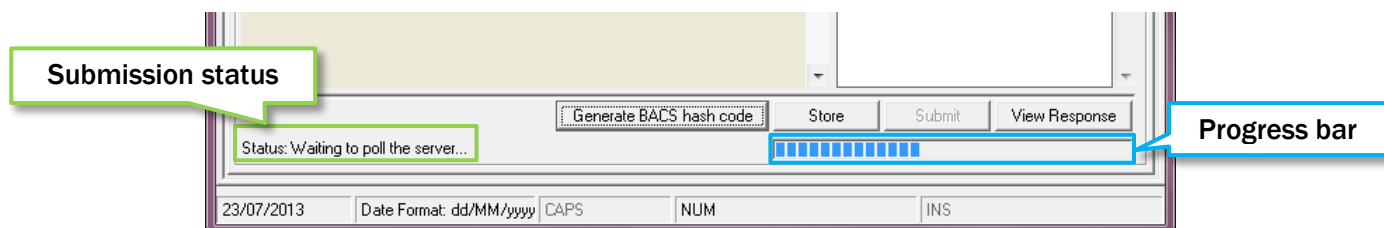
Once you have filled out all the required fields on either '[Employer Alignment Submission](#)', '[Full Payment Submission](#)', '[Earlier Year Update](#)' or '[Employer Payment Summary](#)' and all of the tabs have [green ticks](#), you can submit to HMRC electronically over the internet.

There is a submit button on all submission tabs, clicking this will bring up a submission dialog.



You can either submit to a test or live gateway. A test submission is not recorded by HRMC but is checked using the same validation as a live submission; it also uses a timestamp that is used for testing future starting/leaving dates.

Pressing either the 'Submit to live gateway' or 'Test submission' button will close the window and start the submission proses. You will see a progress bar appear at the bottom of the screen along with a status.



When the submission proses has completed, you will be presented with a [response window](#) and the [status](#) will update to show if the submission was successful or failed.

View Response Window

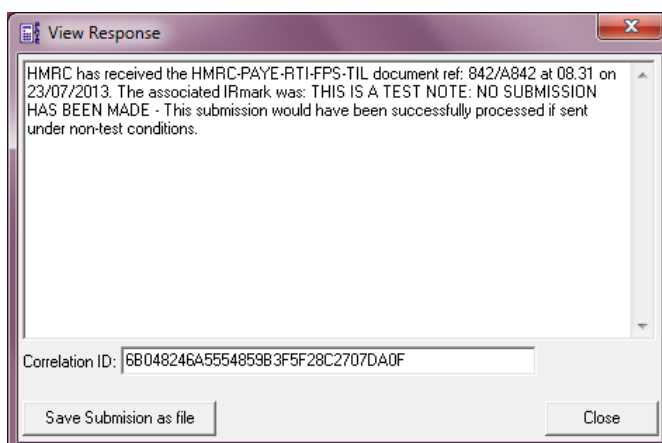
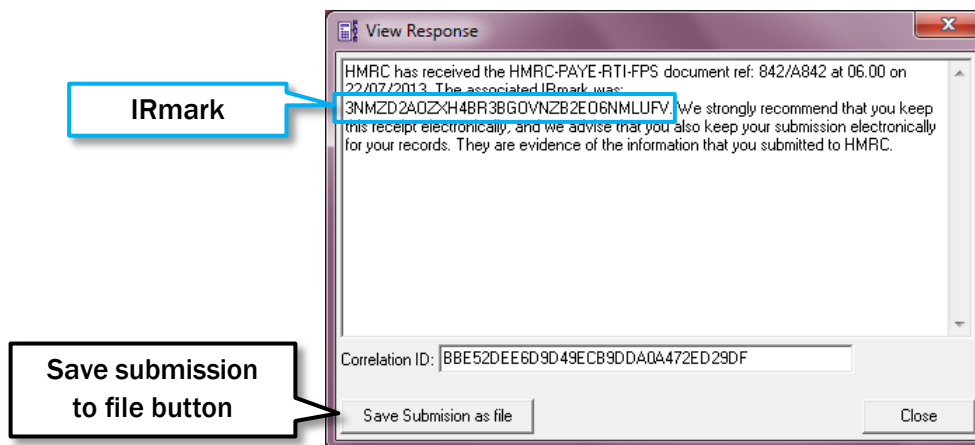
The information in the response window indicates the success or **failure** of a submission along with details about the submission.

The response is saved to your computer and you can review it at any time by clicking the 'View Response' button on its associated tab.

There is an 'IRmark' associated with a successful submissions, this is used as a reference for the submission.

There is legislation in place that states that in the case of a civil dispute between the Inland Revenue (IR) and a taxpayer with regards to an Internet online submission, the submission held by the Inland Revenue is presumed to be correct unless the taxpayer can prove otherwise. In other words the burden of proof is on the taxpayer.

The file you submitted is stored alongside the response, so if there are any disputes, this file can be used as evidence. To save the file you submitted to HMRC, click the 'Save submission to file' button.



Here is an example of a test submission response, note 'NOSUBMISSION HAS BEEN MADE'.

Contact information

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UK Phone: +44 (0) 208 123 3256

Website

<http://payesoft.com>

About

Timesaver software from PAYEsoft cutting costs & saving time...

Increasing productivity is a key issue for all businesses. The most basic of financial calculations can occupy Human Resources or Payroll staff for hours when they could be more profitably employed elsewhere. Now, PAYEsoft Inc. has developed a range of software packages which automate these time-consuming manual operations.

PAYEsoft are dedicated to providing software that increases productivity. Our software is used where ever there is a need to replace time consuming operations, work prone to error or to display data accurately and quickly.

For anther details on how the Timesaver series can help your staff to save time and increase your company's productivity, please contact us: admin@payesoft.com

Installed files

COMCAT.DLL	VB Setup Runtime
STDOLE2.TLB	VB Setup Runtime
ASYCFILT.DLL	VB Setup Runtime
OLEPRO32.DLL	VB Setup Runtime
OLEAUT32.DLL	VB Setup Runtime
MSVBVM60.DLL	VB6 Runtime
CALCFORTAX.EXE	Calc for Tax Main Program
TAXCALC.BK	Database file (your payslips)
COMDLG32.OCX	Microsoft Common Dialog
MSCAL.OCX	Microsoft Calendar Control
MSCOMCTL.OCX	Microsoft Common Controls
TDBGPP.DLL	TrueGrid Runtime
TODGUB8.DLL	TrueGrid Runtime
TODG8.OCX	TrueGrid Runtime
XARRAYDB.OCX	TrueGrid X-Array library